

## 2014 Federal AP Exam Grant Procedures for Economically Disadvantaged Students

As with the 2012-13 procedure, the Tennessee Department of Education has an agreement for direct billing with the College Board for the federal AP exam fee waiver for economically disadvantaged students. This means that schools and districts will not be reimbursed for the amount of the federal waiver for economically disadvantaged students, rather these funds will flow directly from TDOE to the College Board.

**This streamlined process will require schools to submit appropriate documentation to TDOE for verification of student participation.** This documentation will be verified with existing data on student eligibility for free and reduced price lunch to ensure that participating students qualify to receive the federal grant funds. All forms required for participation in the direct billing process between the College Board and TDOE can be found at <http://tn.gov/education/opca/ap.shtml>

Additional information about the components of the exam fees can be found at <http://professionals.collegeboard.com/testing/ap/about/fees>

### 2014 AP Exam Fee Cost Breakdown

	Non-ED students	Economically Disadvantaged (ED) students
<b>Exam Fee</b>	\$89	\$89
<b>College Board Fee Reduction for ED Students</b>	\$0	\$26
<b>College Board Exam Rebate</b>	\$0	\$8
<b>Federal Subsidy for ED students</b>	\$0	\$37 (this amount will be paid by TDOE through the direct billing process)
<b>Student Contribution</b>	\$89	<b>\$18 (Schools must submit this amount to College Board for each exam taken by an economically disadvantaged student)</b>

Note: Schools are charged \$15 for any exam that is ordered but not used, which is not reimbursable under the federal grant.

*For the purpose of this grant, economically disadvantaged students are defined as students eligible for free or reduced price lunch, with additional/alternative criteria listed below.*

***Please review the information and procedures on the pages that follow to ensure that all information and required documentation is submitted prior to the deadlines.***

All information below is collected and retained in secure locations to ensure the integrity of this sensitive data is not compromised. This information is collected in order to ensure that students receiving grant funds meet the federal eligibility requirements for this grant. Please do not hesitate to reach out to [Emily.Carter@tn.gov](mailto:Emily.Carter@tn.gov) with any questions.

## **Exam Ordering and Federal AP Exam Fee Grant Documentation Procedures**

AP Coordinators must complete several important tasks for their schools to be appropriately credited for available fee reductions by the College Board and to participate in the direct billing for the federal AP Exam Fee Grant through the Tennessee Department of Education. Please review the steps below carefully and reach out to [Emily.Carter@tn.gov](mailto:Emily.Carter@tn.gov) with any questions.

**1. Ensure that your AP coordinator is on the AP listserv.**

If you or someone in your school would like to receive updates and information about the Advanced Placement program, please send your email address to [Emily.Carter@tn.gov](mailto:Emily.Carter@tn.gov). All communications regarding AP from the department will be sent to this email list, in addition to other communications channels.

**2. Students enroll in AP course(s).**

Students must be enrolled in an AP course to qualify for federal funds for the related exam.

**3. Schools Order AP Exams**

AP coordinators should order AP exams for all students online. Please note the exam order deadlines listed below. For detailed information about this process, consult the [College Board AP Ordering Website](#)

- a. Exam Order Extension deadline: April 11. Each order received after this date incurs a \$55 late fee, which will not be covered by the federal grant.
- b. Final Exam Order Deadline: April 18 (late fees may apply)
- c. May 9 and May 16: Deadline to order alternate exams for late testing

**4. Indicate Fee Reduction Totals Before Ordering**

Coordinators must indicate **before** ordering how many AP Exams will qualify for the fee reductions for low-income students. An optional online roster/calculator is available in the AP Exam Ordering website to help you determine the total number of qualifying students and exams. If you already have this information you do not need to use the online roster/calculator and can simply enter the total number of qualifying students and exams. Schools will be able to revise their totals as needed prior to generating their invoices, but should make every effort to provide accurate totals before ordering.

**5. Submit preliminary AP exam order summary to TDOE**

Each school should submit the [Preliminary AP Exam Order Summary form](#) by April 21, 2014. Failure to submit this form jeopardizes the ability of your students to receive the federal grant. This quick electronic form asks for the following information:

- District Name
- District Number
- School Name
- School Number

Please contact [Emily.Carter@tn.gov](mailto:Emily.Carter@tn.gov) with questions about Advanced Placement courses or exam fees.

## Exam Ordering and Federal AP Exam Fee Grant Documentation Procedures

- AP Coordinator Name
- AP Coordinator Email
- Number of Reduced Fee AP Exams Ordered (for all AP subjects)
- Number of Full Price AP Exams Ordered
- Total Number of AP Exams Ordered

### 6. Fill in the Fee Reduction Circle on Answer Sheets (Prior to student exams)

The fee reduction circle must be filled in for all students who qualify for a College Board, federal, and/or state fee reduction. Coordinators must indicate which students are eligible for fee reductions by filling in the appropriate circle on the student's **registration** answer sheet. AP Coordinators should not bubble in all other answer sheets for those students taking multiple exams.

- There are two fee reduction circles on the answer sheet, in the "School Use Only" section. **Only one circle should be filled in for each student eligible for funding.**
  - **Option 1:** Low-Income Students (who meet low-income family guidelines for College Board, federal and state fee reductions).
  - **Option 2:** Non-Low-Income Eligible Students (who are eligible for subsidies based on state criteria other than the College Board fee reduction policy).
- **Fee reduction options are captured separately for exams that don't require answer sheets:**
  - **AP Studio Art Exams:** Coordinators can designate a student's fee reduction for AP Studio Art using the Digital Submission Web application. For more information, visit the [online demo](#) or the Web application [help text](#) for details.
  - **AP Chinese or Japanese Exams:** Coordinators must use the Fee Reduction/Section Designation Form to indicate students eligible for fee reductions.

### 7. Generate, Submit and Return Your Invoice to the College Board

All schools must generate and submit an invoice online, print a hard copy, and mail the completed invoice to the AP Program in the envelope provided with their exam shipments by June 16, 2014. You will need to indicate the total number of exams with fee reductions again when generating your invoice. Schools accessing this screen after June 16 will have a \$225 late fee automatically added to their invoices. **Please note that due to the direct billing process between the College Board and TDOE, schools should only submit payment for \$18 per exam for economically disadvantaged students.**

### 8. Submit Final AP Exam Order Summary to TDOE

Each school should submit the [Final AP Exam Order Summary](#) form by June 15, 2014. Failure to submit this form jeopardizes the ability of your students to receive the federal grant. This quick, electronic form asks for the following information:

- District Name
- District Number
- School Name

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## Exam Ordering and Federal AP Exam Fee Grant Documentation Procedures

- School Number
- AP Coordinator Name
- AP Coordinator Email
- Number of Reduced Fee AP Exams Ordered (for all AP subjects)
- Number of Full Price AP Exams Ordered
- Total Number of AP Exams Ordered
- Total Number of Unused AP Exams Returned to College Board

### 9. Each School Mails the Final AP Exam Summary and Roster to TDOE

Mail a completed, signed hard copy of the Assurances page (signed by the school principal) and the Final AP Exam Roster form via USPS to:

Toni Block, Career and Technical Education  
710 James Robertson Parkway, 11<sup>th</sup> Floor  
Nashville, TN 37243

This form can be found [here](#). Please note that schools should complete and print both sheet tabs contained in this excel file. **This documentation must be received by June 25, 2014.**

### 10. Retain AP Exam Participation Summary and Supporting Documentation

Retain all information documenting student participation and supporting documentation for eligibility for the federal exam fee grant for five years. This documentation includes record of the exam(s) in which all students participated, as well as documentation of economically disadvantaged status (free and reduced price lunch eligibility documentation or alternative criteria as outlined below).

#### Alternative criteria

If your school would prefer to use a method other than eligibility for free and reduced price lunch for determining which students qualify for AP Exam fee reductions, **any** of the following criteria are allowed, according to the College Board:

- The student's family's income is at or below the Census Bureau's "poverty threshold." The Census "poverty threshold" varies by family size and the ages of family members, but it is not adjusted for differences in the cost of living, including the higher costs of living in Alaska and Hawaii. If your school chooses to use the Census Bureau's "poverty threshold" to determine a student's low-income status and eligibility, it should use the 2012 "poverty threshold" information available at the [U.S. Census Bureau website](#).
- The student's family receives assistance under part A of Title IV of the Social Security Act.
- The student is eligible to receive medical assistance under the Medicaid program under title XIX of the Social Security Act.

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